

Job Getting Skills Assessment Outcomes

Name

Social Security Number

Entry Assessment Completed By

Entry Assessment Date

1. Explore Career Decisions

Objective: The customer has decided upon a career choice which meets his/her personal values, skills, and interests.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• selected and described job/career in which he/she would like to work				
• named and described areas of interest and career path within a particular industry for selected occupation				
• gave reasons for choosing the job (based on personal skills, interests, and preference)				
• identified education/training for entry into and advancement within occupation/job				
• identified how long it will take and how much money is needed to obtain necessary education and training for entry into and advance within occupation/job				
All criteria for exploring career decisions have been met			Date	Initials

2. Use Labor Market Information

Objective: The customer can use labor market information to decide on career opportunities which meet personal values, interests, skills, and income needs.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• identified how much money can be made and what types of benefits are given with the selected job/occupation				
• identified at least 5 businesses where the selected job may be found				
• identified at least 3 businesses that are now hiring in the selected job/occupation				
• identified whether that type of job would be available in the future				
All criteria for using labor market information have been met			Date	Initials

3. Use a Variety of Job Search Techniques

Objective: The customer can effectively use a variety of job search techniques when looking for employment.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• identified at least 4 methods to find job openings				
• understood when to use each method				
• understood outcome and possibilities for each method				
• demonstrated how to use each method effectively				
• demonstrated how to use multiple methods for effective job search				
• developed a strategy for job search activities using a variety of methods				
All criteria for job search techniques have been met			Date	Initials

4. Use Computer to Conduct Job Search

Objective: The customer can conduct job search activities and apply for job openings using computer technology.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• conducted on-line job search by accessing a variety of web-based job search sites, reviewing electronic job listing, and identifying jobs of interest				
• produced computer-generated print outs of websites, electronically listed job openings, completed on-line employment applications, etc.				
• applied for job openings via the internet or completed on-line applications at specific businesses (when applicable)				
All criteria for using the computer for job search have been met			Date	Initials

5. Complete Job Applications

Objective: The customer can neatly, accurately, and completely fill out job applications highlighting his/her skills, experience, and personal information pertaining to the job opening.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• printed in blue or black ink or typed				
• neat and legible				
• all words are spelled or abbreviated correctly				
• all lines are completed or N/A used as appropriate				
• information is placed on appropriate lines/sections				
• information provided relates to job opening applied for				
• a contact phone number and address are included				
• work history is listed in the requested order				
• education/training history is listed in the requested order				
• requested references are listed				
All criteria for completing applications have been met			Date	Initials

6. Write a Business Letter

Objective: The customer can write a business letter (i.e., cover or follow-up letter) which highlights his/her most important qualifications for the job opening, shows interest in the opening, and calls for action.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• typed neatly				
• organized in a business letter format				
• free of spelling, grammatical, punctuation, and typographical errors				
• opened with a statement expressing the purpose of writing				
• included a statement with one or more of the following: job skills, job experience, and/or education and training background				
• included a statement of interest in a specific job or occupational field				
• indicated an action by either the employer or him/herself				
All criteria for writing a business letter have been met			Date	Initials

7. Prepare a Resume

Objective: The customer can neatly, accurately, and completely develop a resume that summarizes his/her skills and experience related to the targeted job or career.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• typed neatly				
• presented in an organized format appropriate for the targeted job or career				
• free of spelling, grammatical, punctuation and typographical errors				
• included name and contact information				
• stated career or job objective				
• highlighted relevant work history and/or volunteer experiences				
• highlighted relevant personal and/or work accomplishments				
• included relevant skills, abilities, and strengths				
• outlined relevant education and training				
• listed references or stated “references available upon request” with references listed separately				
All criteria for preparing a resume have been met			Date	Initials

8. Develop Telephone Skills

Objective: The customer can appropriately use the telephone to contact employers to arrange interviews, conduct interviews, and/or follow up on job leads.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• asked for appropriate person within the business				
• stated purpose for call				
• used appropriate and professional language				
• asked appropriate questions				
• expressed self clearly				
• provided complete responses to all questions				
• indicated an action by either the employer or him/herself				
All criteria for using the telephone have been met			Date	Initials

9. Develop Interviewing Skills

Objective: The customer can convey personal skills, previous experience, and transferable skills relevant to job opening during an employment interview.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• showed up on time				
• dressed appropriately and was well groomed				
• knew relevant facts and information about the business with which he/she was interviewing				
• expressed self clearly				
• provided complete and appropriate responses to all questions and included relevant qualifications				
• asked appropriate and relevant questions				
• demonstrated a positive attitude				
• demonstrated appropriate body language				
• provided requested documentation				
• ended the interview with positive statement of interest in the job				
All criteria for interviewing have been met			Date	Initials

10. Follow Up after the Interview

Objective: The customer follows up with employers after the interview to express appreciation, recap ability to do the job, and express interest in the job.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• contacted employer within three days of interview				
• thanked interviewer for opportunity to discuss job opening				
• asked for feedback on skills and qualifications				
• highlight most important skills for the job				
• expressed interest in the job				
• inquired about next steps in hiring process				
• determined whether he/she was still a candidate for the job				
• indicated an action by either the employer or him/herself				
All criteria for following up after an interview have been met			Date	Initials

11. Understand Employment-Related Laws

Objective: The customer understands employment-related laws and his/her rights governing employment situations.

Criteria	Entry Assessment		Final Assessment	
	Yes	No	Yes	
• knew employment restrictions related to workers under the age of 17, including maximum hours of work, types of jobs, job restrictions, etc. (when applicable)				
• knew what the minimum wage was				
• identified where to access employment laws governing various types of occupations				
• researched employment laws and made informed decisions about types of work he/she may be interested in pursuing				
• researched health and safety regulations and made informed decisions about occupation/job of choice				
• knew rights of disabled workers according to the ADA (when applicable)				
• knew how to file a grievance if his/her rights as a worker were violated				
All criteria for understanding employment-related laws have been met			Date	Initials